DEVELOPMENT OFFICER
REPORTS TO: DIRECTOR OF PARTNERSHIPS

The Organization: Urgent Action Fund for Women’s Human Rights
Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women’s Human Rights (UAF) supports the urgent needs of courageous women, trans and gender non-binary human rights defenders around the world in times of crisis or opportunity. Our model protects and advances the civil, political and social rights of women and LGBTQI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTQI movements. Founded in 1997, UAF is a member of a network of four independent “Sister Funds” that collectively support frontline feminist activists around the world. UAF’s work within this network centers on support for feminist activists and social movements in the Middle East, the Caucasus, Europe and Central Asia, United States and Canada.

The Position: Development Officer

The Development Officer will contribute to the development work at Urgent Action Fund as it generates revenue; builds a community of donor activists; and develops partnerships with funders (including foundations, individuals, and bilateral-multilateral donors) that bring new resources to UAF and to feminist activists worldwide. A member of the Development Team, the Development Officer will provide critical support to UAF’s fundraising efforts.

The ideal employee will fulfill the following responsibilities and qualifications:

CORE RESPONSIBILITIES

- **Drive Proposal Development and Reporting:** Working with the Programs Team, develop content and write proposals and reports for prospective and current donors, respectively. Where appropriate, work with external consultants.

- **Maintain Donor Tracking Systems:** Manage and track all reporting requirements, coordinating with the Programs and Finance Teams to ensure they can prepare the necessary information according to the established schedule.

- **Support Speaking Engagements:** Provide talking points and content for staff speaking at conferences and events.

- **Support Donor Meetings:** Prepare donor profiles, talking points, and content for meetings with current and prospective donors.
• **Inform Development Team priorities** and support the creation of effective, intentional donor engagement strategies in partnership with the Communications team.

**PRIORITIES for 2023-2024**

- Develop calendar for submission of proposals and reports to institutional donors
- Ensure all reporting obligations are met accurately and in a timely way
- Work with Communications Team to develop materials for individual donors, including infographics, stories of impact, and quarterly updates for major donors
- Support Partnerships Managing Officer and Director of Partnerships in building and strengthening relationships with current and prospective donors.

**QUALIFICATIONS/REQUIREMENTS**

**Areas of Expertise**

- A critical understanding of feminisms, social justice, and human rights issues facing women, trans, gender non-binary, and intersex people
- Demonstrated ability to write compelling proposals and reports to donors, based on at least five years of experience doing so for non-profit organizations
- Experience working with project management tools to map workflows, identify responsible staff, and manage deadlines on collaborative work.
- Knowledge of feminist and human rights funding institutions and their philanthropic priorities.
- Proficiency in technological platforms - Microsoft Office Suite and Google applications, cloud-based document storage systems, project management software (e.g. Asana) experience with and/or knowledge of donor management databases (e.g. Salesforce, CiviCRM).

**Skills**

- Relationship building – with donors, peers, and staff
- Written communication – clear and compelling writing on issues central to UAF’s work (e.g. collective care, human rights and social justice grantmaking, feminist philanthropy); including stories of impact and data visualization.
- Strategic thinking – ability to analyze philanthropic landscape and inform UAF’s outreach and engagement strategy.

**Work Expectations**

- Ability to travel domestically and internationally as required
- Comfort with working across cultures and time zones

**COMPENSATION**

This position is full-time (32 hours per week as UAF has a 4-day workweek) and is exempt. This position is remote, with a preference for candidates who are can work during ET hours and could relocate to New York should in person work resume.

UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, UAF as a
practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual salary for the role is $86,853 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, holistic wellness benefits, communication reimbursement, and a competitive PTO package).

**HOW TO APPLY:**

Please email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to their references) to employment@urgentactionfund.org, with “Development Officer” in the subject line. This position will be open until filled and we encourage candidates to submit their materials as soon as possible. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume reviews begin immediately and only applicants selected for an interview will be contacted. No phone calls please.

_Urgent Action Fund is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. In order to build the strongest possible workforce, UAF actively seeks a diverse applicant pool. No relocation costs will be covered for this position. Applicants must be eligible to work in the United States._